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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Industrial Division, ORR

DATE: 3 February 1958

FROM : Chief, Consumer Industries Branch, D/I

SUBJECT: Monthly Report for January 1958

1. Accomplishmentsa. Projects Completed

(1) "Domestic Trade in Communist China, 1950-57" (38.1648)  
 25X1A9a [REDACTED] was published as CIA/RR 114, dated 13 December 1957, C.  
 [REDACTED] were the authors.

(2) The review draft of Section 64, "Manufacturing and  
 25X1A9a Construction", NIS 20, Albania (30.1823) was completed  
 by [REDACTED] division coordinator. [REDACTED]

25X1A9a [REDACTED] worked on the project with [REDACTED] the  
 whole month. 25X1A9a

b. Status of Other Projects

25X1A9a (1) [REDACTED] spent most of the month working in  
 conjunction with members of A/U on bringing up to date  
 "Soviet Ruble-Dollar Ratios for Consumer Goods" (10.1626).

25X1A9a (2) [REDACTED] continued work on "Price Trends in Consumer  
 Expenditure in the USSR" (30.1534).

25X1A9a (3) [REDACTED] continued work on "Expenditure on Consumer  
 Services in the USSR" (30.1771).

25X1A9a (4) [REDACTED] started work on "Soviet Industrial Production  
 Index" (10.2029).

25X1A9a (5) [REDACTED] continued work on "The Housing Problem in the  
 European Satellites" (38.1741), but was not able to  
 complete the project as anticipated. It is expected  
 that this formidable project will reach the division  
 office in the middle of this month.

25X1A9a (6) [REDACTED] started work on "Communist China's Trade and  
 Transport" (40.1833).

2. Training

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- a. [REDACTED] clerk-typists, have each acquired through on-the-job training and assignments in other branches of the division sufficient knowledge and experience to serve satisfactorily as Branch secretary in the absence of [REDACTED]

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3. Trips and Speeches

None

4. Administration

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- a. [REDACTED] was promoted to GS-5, effective 12 January.
- b. Branch mission: A suggested revision of the branch's missions and functions was drawn up in connection with ORR's office-wide revision of missions and functions.
- c. Requirements: Standard branch requirements for FDD and other translating groups were prepared during the month.
- d. Filing system: A beginning was made on the rearrangement of the branch's substantive files after consultation with [REDACTED] of the Records Management Staff.

5. Plans

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Nothing new to report.

6. Problems

Nothing to report.

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